

JOB OPPORTUNITY

12/01/04 - 12/14/04
Posting Date

MASSACHUSETTS TRIAL COURT

Administrative Office of the Trial Court
Judicial Institute
Job Description and Qualifications
for
Media Production Coordinator Series

All applications must be received by: **December 14, 2004**

SUMMARY OF SERIES:

Working within the Judicial Institute of the Administrative Office of the Trial Court, the Media Production Coordinator is responsible for providing a full range of professional media production services for a variety of court related assignments and events. The Media Production Coordinator employs a variety of media equipment and digital technology, including the use of video recording devices, photographic equipment, and audio recording. Production includes the ability to appropriately sequence and edit work and more complex production of media programs at the higher level. Employees are appointed at the entry level position title and are eligible for reclassification to the higher level position title within this series consistent with the specifications for the higher level position title. The position title reverts to the entry level when there is a vacancy.

ORGANIZATIONAL LEVELS:

Media Production Coordinator I - This is the entry level position title within this series. Employees at this entry level are expected to perform the full range of standard media production assignments. Considerable independent judgement is used to make decisions in carrying out assignments as requested.

Media Production Coordinator II - This is the second level position title within this series. A Coordinator at this second level is responsible for more complex media production including advanced editing, the development of videos or short films for presentations and training purposes, and for playing a greater role in directing media programs for educational and information purposes.

MAJOR DUTIES:

Media Production Coordinator I Duties:

Directs and performs videotaping of various programs, including the videotaping of court proceedings and judicial sessions, in conjunction with judicial improvement efforts.

Provides all photography services at ceremonies and events assigned.

Creates audio recordings of a variety of court ceremonies as needed.

Maintains and catalogs all digital recordings, video, film, photographs, and audio recordings created in connection with assignments.

Communicates with judges other key Trial Court personnel to schedule and make the necessary arrangements for media production.

Duplicates audio and video productions for distribution as needed.

Keeps informed of current trends in media production and services.

Maintains appropriate records and prepares reports and correspondence related to media productions as necessary.

Travels to various locations throughout the Commonwealth to perform media production as necessary.

Performs duties which require a high degree of judgment, independence and initiative.

Maintains and recommends needed repairs and upgrades to all media production equipment.

Makes recommendations on the purchasing of new media equipment.

Performs other related duties as required.

Media Production Coordinator II Duties:

Coordinates, plans, produces, and directs more complex media programs for educational and informational purposes.

Performs advanced editing of video and or film for distribution and/or training purposes.

May direct and write narrations and determine titles, appropriate music, and basic sets for production as needed.

Submits budget requests and directs the procurement of media production equipment as needed.

Makes recommendations on the selection of topics chosen for media production within the organization.

SUPERVISION RECEIVED:

Reports to the Director of Judicial Education and his or her designee. Performs duties which require a high degree of judgment, independence and initiative.

POSITION REQUIREMENTS:

Media Production Coordinator I Requirements:

Bachelor 's degree in communications or related field from an accredited college or university, or an equivalent combination of education and experience.

Two years of experience in video recording, audio recording, photography, and/or related media productions.

Considerable knowledge of the principles and practices of media production.

Knowledge of the methods, practices, and procedures used in developing, editing, storing and shipping of media products.

Knowledge of the operation, maintenance, and basic repair of production equipment including a variety of cameras and related audio visual equipment.

Knowledge of and ability to use personal computers and related software, including Microsoft Windows, Microsoft Office, etc.

Strong interpersonal skills with the ability to work professionally with persons at all levels and to maintain effective working relationships.

Ability to communicate clearly and effectively in oral and written form.

Ability to travel independently and frequently to court locations and transport necessary equipment throughout the Commonwealth.

Ability to act independently, take initiative, and exercise a high degree of judgement.

Ability to work as a part of a team.

Ability to maintain favorable public relations.

Media Production Coordinator II Requirements:

A minimum of three years of experience as a Media Production Coordinator I.

Demonstrated ability to perform advanced editing of video and or film for distribution and/or training purposes.

Advanced knowledge of photography techniques and equipment.

Advanced knowledge of video equipment and production.

Demonstrated ability to prepare budget and purchasing documents and reports in accordance with Trial Court policies and procedures.

SALARY RANGE:

Media Production Coordinator I & II - Grades 15 and 16

Starting Grade 15 Salary: \$39,826.20

Send resume and completed Massachusetts Trial Court Application for Employment to:

Director of Judicial Education
Administrative Office of the Trial Court
2 Center Plaza
Mezzanine, Suite 130
Boston, MA 02108
Attn: Media Production Posting

Trial Court Applications for Employment are available at all court locations and at the Administrative Office of the Trial Court, and online at www.mass.gov/courts.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER